




STATE OF TENNESSEE
DEPARTMENT OF PERSONNEL
January 2005
OPEN COMPETITIVE
CAREER SERVICE EXAMINATIONS

CLASS TITLE	CLASS CODE	HOURLY RANGE	MONTHLY RANGE	ANNUAL RANGE
Facilities Planning Specialist 2 (A)	76432	\$16.62 - \$26.25	\$2700 - \$4266	\$32,400 - \$51,192
Facilities Planning Specialist 3 (A)	76434	\$18.14 - \$28.66	\$2948 - \$4658	\$35,376 - \$55,896
Facilities Planning Specialist 4 (B)	76435	\$19.62 - \$31.30	\$3189 - \$5086	\$38,268 - \$61,032
Geographic Information Systems Analyst 1 (B)	75585	900	900	900
Geographic Information Systems Analyst 2 (B)	75586	900	900	900
Geographic Information Systems Analyst 3 (B)	75587	900	900	900
Geographic Information Systems Manager 1 (B)	75588	900	900	900
Geographic Information Systems Manager 2 (B)	75589	900	900	900
Radio Communications Technician 1 (F)	98361	900	900	900
Radio Communications Technician 2 (F)	98362	900	900	900
Radio Communications Technician 3 (F)	98363	900	900	900
Radio Communications Technician Supervisor (F)	98364	900	900	900
Radio Systems Analyst (F)	98365	900	900	900
Residential Program Specialist (J)	72215	\$14.04 - \$22.49	\$2281 - \$3654	\$27,372 - \$43,848
TBI Special Agent-Forensic Imaging Specialist (E,F) (Formerly Photographer)	93865	\$12.38 - \$19.57	\$2012 - \$3180	\$24,144 - \$38,160

- LEGEND**
- A - Job classification will have a change in MINIMUM QUALIFICATIONS effective January 28, 2005.
 - B - A NEW CLASSIFICATION and REGISTER will be ESTABLISHED effective January 28, 2005.
 - C - Register was ABOLISHED and REESTABLISHED effective January 28, 2005.
 - D - Job classification will be ABOLISHED effective.
 - E - Job classification will have a TITLE CHANGE effective January 28, 2005.
 - F - Job classification will have a change in SALARY effective January 28, 2005.
 - G - Job classification will be converting from EXECUTIVE SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective.
 - H - Job classification will have a change of Probationary Period from 6 months to 1 year.
 - I - Applicants submitting an application for this job classification must take and pass a job related written Test and/or performance test to receive an examination score. Tests are administered on a daily basis at the Department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
 - J - Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective January 28, 2005.
 - K - Job classification will be converting from CAREER SERVICE to both EXECUTIVE SERVICE and CAREER SERVICE effective.



Tennessee Department of Personnel, Authorization #319177, November, 2004. This public document was promulgated at a cost of \$.07 per copy 15 copies.
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-6276 - Fax Number (615) 741-6985.

!! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website(www.state.tn.us/personnel). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

!! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

SERVICE ELIGIBILITY DATES: WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

FACILITIES PLANNING SPECIALIST 2

SUMMARY: Under general supervision, is responsible for coordinating project management and space planning in the design of office spaces in state government; and performs related work as required.

DISTINGUISHING FEATURES: This is the working level class in the Facilities Planning Specialist series. An employee in this class is responsible for coordinating project management and space planning in the design of office spaces in state government. This class differs from Facilities Planning Specialist 1 in that an incumbent of the latter works at the entry level learning construction project management and space planning for state facilities. This class differs from Facilities Planning Specialist 3 in that an incumbent of the latter forecasts and plans for future facility office space in state government, and provides technical guidance to other facility planners in project management and space planning.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to a bachelor's degree in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology from an accredited college or university and experience equivalent to one year of full-time work in one or a combination of the following: professional experience evaluating and planning the renovation, construction, installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits.

Substitution of Experience for Education: Qualifying experience evaluating and planning the renovation, construction, installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits may substitute for the required education on a year-for-year basis to a maximum of four years.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in interior design or architecture may substitute for one year of required experience).

Substitution of Licensing or Title Licensing Registration for Experience: Registration and active licensing in the State of Tennessee as an interior designer, architect, or engineer may substitute for one year of required experience.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

FACILITIES PLANNING SPECIALIST 3

SUMMARY: Under general supervision, is responsible for space planning, project management, long range facility planning for state government, and related administrative duties; and performs related work as required.

DISTINGUISHING FEATURES: This is the advanced working level class in the Facilities Planning Specialist series. An employee in this class forecasts and plans future facility office space needs in state government, performs a variety of related administrative duties, and provides technical guidance to other facility planners in project management and space planning. This class differs from Facilities Planning Specialist 2 in that an incumbent of the latter coordinates project management and space planning and may not provide technical guidance, perform related administrative duties, or participate in long range planning. This class differs from the Facilities Planning Specialist 4 in that an incumbent of the latter functions as a supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to a bachelor's degree in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology from an accredited college or university and experience equivalent to three years of full-time work in one or a combination of the following: professional experience evaluating and planning the renovation, construction, installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits.

Substitution of Experience for Education: Qualifying experience evaluating and planning the renovation, construction, installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits may substitute for the required education on a year-for-year basis to a maximum of four years.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 graduate quarter hours in interior design or architecture may substitute for one year of required experience).

Substitution of Licensing or Title Registration for Experience: Registration and active licensing in the State of Tennessee as an interior designer, architect, or engineer may substitute for one year of required experience.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

FACILITIES PLANNING SPECIALIST 4

SUMMARY: Under general supervision, is responsible for supervisory space planning, project management, long range facility planning for state government, and related administrative duties; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory class in the Facilities Planning Specialist series. An employee in this class supervises staff in forecasting and planning future facility office space needs in state government, performing related administrative duties, and providing technical guidance to other facility planners in project management and space planning. This class differs from Facilities Planning Specialist 3 in that an incumbent of the latter does not function as a supervisor.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to a bachelor’s degree in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology from an accredited college or university and experience equivalent to five years of full-time work in one or a combination of the following: professional experience evaluating and planning the renovation, construction, installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits.

Substitution of Experience for Education: Qualifying experience evaluating and planning the renovation, construction, or installation of building system components, or related operations and maintenance of facilities; or designing the layout of facilities, sets, or exhibits may substitute for the required education on a year-for-year basis to a maximum of four years.

Substitution of Graduate Education for Experience: Graduate course work credit received from an accredited college or university in interior design, architecture, environmental design, graphic design, industrial engineering, facility management, construction technology, or architectural technology may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g., 36 graduate hours in interior design or architecture may substitute for one year of required experience).

Substitution of Licensing or Title Registration for Experience: Registration and active licensing in the State of Tennessee as an interior designer, architect, or engineer may substitute for one year of required experience.

OR

Two years full-time experience as a Facilities Planning Specialist 3 with the State of Tennessee.

Necessary Special Qualifications: A valid motor vehicle operator license may be required.

EXAMINATION METHOD: Education and experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS ANALYST 1*

SUMMARY: Under immediate supervision, is responsible for Geographic Information Systems (GIS) analytical work of routine difficulty in the analysis and evaluation of equipment and software applications for GIS development; and performs related work as required.

DISTINGUISHING FEATURES: This is the entry level class in the Geographic Information Systems Analyst sub-series. An employee in this class functions in a training capacity learning to perform advanced spatial analysis, to program and custom design software applications, and to analyze and evaluate equipment and software applications necessary for GIS development. This class differs from Geographic Information Systems Analyst 2 in that incumbents of the latter perform under general supervision at the working level.

*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Necessary Special Qualifications: None

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS ANALYST 2*

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) work of average difficulty in the analysis and evaluation of equipment and software applications for GIS development; and performs related work as required.

DISTINGUISHING FEATURES: *This is the working level class in the Geographic Information Systems Analyst sub-series. An employee in this class performs advanced spatial analysis, custom designs software applications, and analyzes and evaluates equipment and software applications necessary for GIS development programs. This class differs from Geographic Information Systems Analyst 1 in that incumbents of the latter perform at the entry level. This class differs from Geographic Information Systems Analyst 3 in that incumbents of the latter either perform at the advanced working level in the central information systems division for the State or supervise subordinate GIS analytic staff.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to one year of experience in: 1) software applications development for Geographic Information Systems, or 2) the creation of maps or related reports using Geographic Information Systems software or hardware.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional qualifying graduate course work in geography may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in geography may substitute for one year of the required experience).

OR

One year of experience as a Geographic Information Systems Analyst 1 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS ANALYST 3

SUMMARY: Under general supervision, is responsible for Geographic Information Systems (GIS) work of considerable difficulty in the analysis and evaluation of equipment and software applications for GIS development; and performs related work as required.

DISTINGUISHING FEATURES: This is the supervisory or advanced working level class in the Geographic Information Systems Analyst sub-series. An employee in this class either supervises subordinate GIS analytic staff or performs non-supervisory advanced GIS analytic work in the central information systems division for the State. Employees in this class analyze and evaluate the utility of GIS-related software and hardware and also design, program, and implement GIS-related solutions. This class differs from Geographic Information Systems Analyst 2 in that incumbents of the latter perform at the working level. This class differs from Geographic Information Systems Manager 1 in that incumbents of the latter manage the operation of and supervise employees in a GIS unit.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to two years of experience in: 1) software applications development for Geographic Information Systems, or 2) the creation of maps or related reports using Geographic Information Systems software or hardware.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional qualifying graduate course work in geography may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in geography may substitute for one year of the required experience).

OR

One year of experience as a Geographic Information Systems Analyst 2 with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS MANAGER 1

SUMMARY: Under general supervision, performs Geographic Information Systems (GIS) analytical work of considerable difficulty and managerial work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages the analysis and evaluation of equipment and software applications of the highest complexity for GIS development, including management of complex programming and custom designing of any necessary software applications and programs. This class differs from Geographic Information Systems Analyst 3 in that incumbents of the latter function as first level supervisors or perform at the advanced working level in the central information systems division of the State. This class differs from Geographic Information Systems Manager 2 in that an incumbent of the latter manages all GIS analysis, evaluation, and programming for a department with a large, complex GIS operation.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of experience in one or a combination of the following: 1) software applications development for Geographic Information Systems, or 2) the creation of maps or related reports using Geographic Information Systems software or hardware, of which one year must include the management or supervision of Geographic Information Systems staff.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to computer aided drafting design, software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Graduate Education for Experience: Additional qualifying graduate course work in geography may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in geography may substitute for one year of the required experience, there being no substitution for the required specialized experience).

OR

Three years of experience as a Geographic Information Systems Analyst with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

GEOGRAPHIC INFORMATION SYSTEMS MANAGER 2

SUMMARY: Under general supervision, is responsible for direction of all Geographic Information Systems (GIS) functions for a large and complex GIS operation; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class manages all GIS development, analysis, evaluation, and programming operations for a department with a large, complex GIS operation. This class differs from Geographic Information Systems Manager 1 in that incumbents of the latter manage staff responsible for analysis and evaluation of equipment and software applications and for programming and custom designing programs for GIS development.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to four years of experience in one or a combination of the following: 1) software applications development for Geographic Information Systems, or 2) the creation of maps or related reports using Geographic Information Systems software or hardware. Two years of the above listed experience must include the management or supervision of Geographic Information Systems staff in order to qualify.

Substitution of Experience for Education: Qualifying experience in one or a combination of the following areas may substitute for the required education, on a year for year basis, to a maximum of four years: 1) any geographical measurement work including but not limited to software applications development for Geographic Information Systems, or the creation of maps or related reports using Geographic Information Systems software or hardware, or 2) any information systems work including but not limited to computer programming, database administration, or information systems analysis (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

Substitution of Education for Experience: Additional qualifying graduate course work in geography may substitute for the required experience, on a year-for-year basis, to a maximum of one year (e.g., 36 graduate quarter hours in geography may substitute for one year of the required experience, there being no substitution for the required specialized experience).

OR

Two years of experience involving the management or supervision of Geographic Information Systems Analyst staff with the State of Tennessee.

Necessary Special Qualifications: None.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

RESIDENTIAL PROGRAM SPECIALIST

SUMMARY: Under general supervision, is responsible for professional mental retardation residential program coordination of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class is responsible for individual habilitation plan development and coordination for a moderate- sized group of residents at a developmental center and/or in a community based program. This class may also be used, as needed, in mental health institutes. Some functional guidance and coordination of the work of other staff is inherent in accomplishing the duties at the assigned unit but, the full supervisory function is retained by the higher level manager or coordinator. This class differs from lower level therapeutic, coordinative and program staff in the specificity of work. This class differs from higher level related classes, such as MH/MR Program Coordinator, in that incumbents of the latter have duties of broader scope and complexity and have significant supervisory responsibilities.

MINIMUM QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree in special education, social work, rehabilitation counseling, nursing, occupational therapy, physical therapy, recreational therapy, vocational rehabilitation, sociology, psychology or other behavioral science or human services field and experience equivalent to one year of full-time increasingly responsible professional mental retardation program or staff work.

Necessary Special Qualifications: Certain positions require that applicant be a qualified mental retardation professional under the ICF/MR Federal regulations.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.

TBI SPECIAL AGENT – FORENSIC IMAGING SPECIALIST

SUMMARY: Under general supervision, performs forensic imaging work of average difficulty; and performs related work as required.

DISTINGUISHING FEATURES: An employee in this class performs forensic imaging duties for the Tennessee Bureau of Investigation, using both film and digital medium. This class differs from those in the state photographic series in that incumbents of the latter provide photographic services in areas such as news, travel, portrait, and industry.

MINIMUM QUALIFICATIONS

Education and Experience: Education equivalent to completion of two years of coursework at an accredited college or university, including some coursework in photography or digital imaging, and experience equivalent to two years of full-time skilled photographic work; qualifying full-time photographic work may be substituted for the required education on a year-for-year basis.

Necessary Special Qualifications: (1) must possess a valid motor vehicle operator's license, (2) must pass a physical and psychological examination by licensed physicians, (3) must have fingerprints on file with the Tennessee Bureau of Investigation, (4) must have a good moral character as determined by investigation, (5) must be willing to carry and use a firearm, (6) must successfully complete the Tennessee Bureau of Investigation crime scene investigations training course and the Tennessee Bureau of Investigation firearms and weapons training course within the first year of employment.

EXAMINATION METHOD: Education and Experience, 100%, for Career Service positions.